

Mono County
**CHILD ABUSE PREVENTION COUNCIL
BY-LAWS**

**ARTICLE I
PURPOSE**

Section 1. Purpose

The primary purpose of the Mono County Child Abuse Prevention Council (CAPC) is to coordinate the community's efforts to prevent and respond to child abuse.

Section 2. Authority

Pursuant to the Welfare and Institutions Code Section 18980-18983.8 and the authorization of the Mono County Board of Supervisors (pursuant to Resolution No. R05-068), the CAPC is established as an independent organization under County government.

Section 3. Functions

The functions of the Council, in accordance with Welfare and Institutions Code section 18982.2, shall include, but not be limited to, the following:

1. Provide a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of child abuse cases;
2. To promote public awareness of the abuse and neglect of children and the resources available for intervention and treatment;
3. To encourage and facilitate training of professionals in the detection, treatment, and prevention of child abuse and neglect;
4. To recommend improvements in services to families and victims;
5. To encourage and facilitate community support for child abuse and neglect programs.

**ARTICLE II
MEMBERSHIP**

Section 1. Composition of the Council

The membership of the CAPC shall reflect the direction regarding members that is set forth in Welfare and Institutions Code Section 18982.1. Participation of one or more representatives from the following organizations and groups shall be encouraged:

- Public and private schools
- Parent/primary caregivers
- Prevention/intervention/treatment providers
- Medical and mental health providers
- Public Child Welfare Services, probation, licensing, criminal justice/law enforcement, district attorney, courts, coroner
- Community representation; community volunteers, civic organizations, religious communities

Membership shall be no less than 5 and no more than 8 and every effort shall be made to assure that the ethnic racial, geographic, and categorical composition of the Council is reflective of the population of the county.

Section 2. Selection of Members

Individuals interested in applying for membership must submit a letter to the CAPC Coordinator who will then present the letter to the rest of the membership to be discussed and voted upon. The CAPC Coordinator will provide the applicant with written information regarding the goals, functions and activities of the CAPC, and shall accept all qualified members. Each member shall be designated as representing one or more of the groups or organizations listed in Article V. Section 1.

Section 3. Terms of Appointments

The term of each member is two years. Members may serve unlimited consecutive terms.

Section 4. Vacancies

The Council shall comply with the system for new appointments, resignations, and replacements specified in Article V. Section 2.

Section 5. Resignation

Any member may resign by giving written notice to the CAPC Coordinator. Any such resignation shall take effect at the date of the receipt of such notice or any later time specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Attendance

A membership seat will be considered vacant when any member misses 3 meetings in a row, or 4 meetings in one year. A leave of absence will be considered upon the request of a member and

will be reviewed by the CAPC Coordinator with a recommendation to the full membership for appropriate action.

Section 6. Removal

Any member may be removed or suspended from his or her appointment for the good of the Council on the recommendation of a majority of the Membership and approval by a majority vote of the members in attendance at a regular or special meeting of the members.

ARTICLE III VOTING

Section 1. Voting Requirements and Procedures

Each member of the Council shall have one vote. Each member must be present in person to vote and no proxies are to be recognized. However, correspondence germane to the agenda from absent members is to be read and considered as part of the discussion.

Section 2. Quorum

A quorum of the CAPC shall be defined as the presence of at least fifty percent plus one of the seated membership. A quorum shall be required to conduct business.

ARTICLE IV MEETINGS

Section 1. Regular Meetings of the Council

All meetings of the Council shall be open to the public. A minimum of four meetings per year shall be held while in compliance with the California State Open Meetings/Ralph Brown Act.

Section 2. Attendance at Meetings

All members of the Council shall be present at the hour appointed for each regular, special, or recessed meeting of the Council. A membership seat will be considered vacant when any member missed 3 meetings in a row or 4 meetings in one year unless a leave of absence has been granted. The Council shall be advised of such absences so that the member may be replaced.

Section 3. Order of Business

Time will be allotted at each membership meeting for public comment. Council members wishing to present agenda items at meetings should consult with the Coordinator at least seven (7) days prior to the next scheduled meeting.

ARTICLE V COUNCIL COMPOSITION AND DUTIES

Section 1. Liaisons

The Liaisons to the Board of Supervisors and the Department of Social Services shall be ex-officio members of the Council without voting powers.

Section 2. Officers

The officers of the Council shall consist of:

- Chair
- Vice-chair

These officers shall be selected by majority vote from the membership present at the June meeting of the Council and shall serve for one calendar year. Officers may be re-elected. It shall be the duty of the chair and/or vice-chair to call meetings, and preside over meetings of the Council. The vice-chair will assume these duties of the chair in his or her absence.

Section 3. Board Updates

Pursuant to Welfare and Institutions Code Section 18983.6 the Council shall develop a protocol for interagency coordination and provide yearly reports to the County Board of Supervisors.

ARTICLE VI FINANCIAL SUPPORT

Council members shall serve without compensation, except for the reimbursement of pre-approved actual and necessary travel costs.

ARTICLE VII CONFLICT OF INTEREST

Section 1. Conflicts of Interest Code

The council shall adopt and promulgate Conflict of Interest Codes in compliance with The Political Reform Act, Government Code Section 81000, et seq. The Fair Political Practices Commission has adopted a standard set of regulations, which contain the terms of the Conflict of Interest Code (California Code of Regulations (CCR), Title 2, Sec. 18730).

The standard regulations, enumerated in CCR, Title 2, Section 18730, are hereby incorporated by reference. The membership, as appointed by the County Board of Supervisors and designated employees shall abide by the terms of the standard regulation. Statements of economic interests shall be filed with the County Board of Supervisors, pursuant to Section 4 of the standard regulations.

ARTICLE VIII AMENDMENT TO BY-LAWS

Section 1. Amendment to By-Laws

Changes/suspension to the By-Laws shall be by motion and shall require an affirmative, recorded vote of a majority of the members of the Council.